Exhibitors Reservation Form
Neighborhoods USA (NUSA) Conference
May 20-23, 2015 – Hyatt Regency Hotel Downtown, Houston Texas

You are invited to be an exhibitor for the 2015 NUSA Conference. To reserve a booth, please complete all information and submit this form with check enclosed to the address shown below. Exhibit booths will be assigned in the order that reservation request and payments are made. For further information, contact the NUSA hotline at 713-837-7836 or email us at nusa2015@houstontx.gov.

EXHIBITOR: PLEASE PRINT / TYPE THE INFORMATION BELOW

Name of Company / Organization _____

Address: _____

City:_____ State: _____ Zip Code _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Please provide a brief description of the product / program to be exhibited:

_____

_____

_____

EXHIBIT SPACE(S) RESERVED

If you are a sponsor, write "complimentary" in the amount space.

Exhibitors Fee: $200.00 _____ Fee Amount Enclosed $ _____

_____ Check here if you require electrical outlet for your exhibitor space.

Please complete and return this form by May 8, 2015. Payment is due with the reservation form.

Please make checks payable to: City of Houston, Planning & Development Department, write "NUSA Exhibitor" in memo line.

Mail to:
Planning & Development Department
611 Walker, 6th Floor
Houston, TX 77002
Attn: NUSA 2015

EXHIBITORS INFORMATION

- **The Exhibitor Area will be located in the Window Box Area located on the second floor of the Hyatt Regency.**
- **Exhibit space includes one 6ft. x 30in. skirted table and two chairs.**
- **Exhibitor set up will be Wednesday May 20, from 12:00 – 5:00 P.M. Take down will be Saturday, May 23, 8:00 A.M. to 12:00 P.M.**
- **Exhibit operating hours will be Thursday and Friday, May 21 and 22, from 8:00 A.M. to 5:00 P.M.**
- **Additional furnishing and electrical / internet and other services are available at an extra cost.**
  *Please contact the Hyatt for additional AV needs and service cost at (713) 654-1234

Conference registration and hotel information is available on-line at www.houstontx.gov/nusa2015.

Authorized Signature: _____ Date: _____